

## Payment Information

Please make checks payable to:

Sue A Snyder, Tax Collector  
PO Box 435  
Sellersville, PA 18960

*It is recommended that you mail your payment 5 - 7 days prior to the due date. If this is not possible, it is best to personally pay your tax bill during posted collection hours.*

*Please check your bank statement  
to verify your payment was received/processed*

- Stamped Receipt: Return **entire** bill with payment and a self-addressed stamped envelope.
- Due Dates: Payments must be received or postmarked by the due date.
- Postmarks: The USPS postmark on the envelope is considered the payment date, not the date on the check.
- Checks: Checks are processed upon receipt. Postdated checks will not be held.
- Returned Checks: Returned checks are not considered timely payment.
- Installment Program:
  1. The **combined** total of the installment payments equals the face amount of the tax due.
  2. 1<sup>st</sup> installment payment must be received or postmarked by the installment due date in order to participate in the installment program. 1<sup>st</sup> installment payments cannot be accepted after the due date.
  3. The payment of the 1<sup>st</sup> installment is conclusive evidence of the taxpayer's intent to enroll into the installment program.
  4. After the 1<sup>st</sup> installment is received you are no longer eligible for discounts.
  5. A penalty will be applied to the remaining installment payments that are not received or postmarked by the due date.
  6. 1<sup>st</sup> installment due date is August 31<sup>st</sup>. 2<sup>nd</sup> installment due date is October 31<sup>st</sup>. 3<sup>rd</sup> installment due date is December 15<sup>th</sup>.
- Escrow Account: If a bank or mortgage company pays your real estate taxes, please forward the bill to them immediately.
- After December 15<sup>th</sup>: Only official banks checks will be accepted.
- After December 31<sup>st</sup>: Liens will be filed on all unpaid real estate taxes.

*As unfair as it seems, by law,  
"Failure to receive a tax notice shall not relieve any taxpayer from payment and such  
taxpayer will be charged as if they received notice."*

*"It is the taxpayer's obligation to know when taxes are due  
and to seek out the tax collector so they can pay their taxes."*